

Chrono.

Chief, Administrative Staff, CIA

JAN 19 1950

Assistant Director for Reports and Estimates

Space

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In accordance with the request of [] Chief, Services Division, that this Office examine and comment upon his proposed Space Plan for ORE as a basis of action, a careful study has been conducted and the following comments are offered:

The premise that we should base space allocations on "four people to a standard size room (315 sq. ft.)" might be practicable if all rooms available to us were of standard size, and all component organizational unit T/O's consisted of four people or multiples of four people. But many of the rooms presently allocated to ORE are not of standard size, and the great majority of component organizational units do not consist of four people or multiples of four people.

Implementation of Services Division plan, involving the loss to ORE of 4300 square feet, would result in many instances of mixing unrelated organizational units together in the same rooms. This intermingling is highly undesirable because of the nature of the work performed. Discussion of common problems by personnel of one component would be distracting to personnel of the other component sharing the same room. Effective research requires space adequate for the individual to concentrate with a minimum of interruption, noise or other distractions which could not be avoided if utilization of the proposed space allocation were enforced.

Minimum requirements of this Office are 177 standard sized rooms (315 sq. ft.). Such allocation would provide adequate space per individual without mixing personnel of different component units in the same rooms. This Office is now allocated space equivalent to 174 standard size rooms, including 3 on loan to OSI.

Readjustment of space within ORE is now necessary to provide for the increased T/O of the Economic Division and NIS Division and to rectify maldistribution of space to other components as follows:

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AD 22

AD ORE

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<u>In excess of</u> <u>Minimum Requirement</u>		<u>Required Increase</u>		<u>No Change</u>
D/No	2½ rooms	D/EE	1 rooms	OAD
D/NE	1 "	D/FE	2 "	B/IC
D/NE	2 "	D/MIS	8 "	S/Pr
D/LA	½ "	D/Es	4½ "	D/Ma
D/Pub	1 "	D/In	½ "	
S/PP	1½ "	S/Re	½ "	
S/Ad	½ "			
D/Tr	1 "			
<u>10 rooms</u>		<u>15 rooms</u>		

It is recommended that the space problem as it involves the Offices of Reports and Estimates, Collection and Dissemination, Scientific Intelligence, and Special Research Center be referred to the Coordination, Operations and Policy Staff for study, recommendation and/or solution.

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THEODORE HABBITT

Attachment:

Analysis of ORE Space
required by organizational
Units.

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ORE:S/Ad cmth

cc: (O&1) S/Ad, CIA
(1) Deputy Exec., CIA
✓(2) AD/ORE
(2) S/Ad:ORE